

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, October 5, 2010 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Robert Stackhouse, Donna Chale, Christopher Carr and Louise Baker. **ABSENT:** Mayor Tim Nichols, Caleb Curtis, Deputy Mayor Gary Jordan, Jr. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Donnie Hallenbeck, Mike Lange, Kristina Lord-Linde and others.

1. **Town Manager, Kathryn Ruth** opened the meeting by leading the Pledge of Allegiance. The Council observed a moment of silence.

Motion by **Councilor Chale** and seconded by **Councilor Carr** that **Councilor Stackhouse** be named Chairman Pro-tem. No other nominations.

VOTE: UNANIMOUS AYE

2. Adoption of minutes of the regular meeting held on September 21, 2010.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that the minutes of the regular meeting held on September 21, 2010 be adopted.

VOTE: UNANIMOUS AYE

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Community and Economic Development Activities and Events

Presentation of Business Certificate(s):

A certificate of welcome was presented to Kristina Lord-Linde of Harmony Healing Products, 278 Main Street: Harmony Boots; Ankle Cuffs; and Gauntlettes.

Kristina described her exciting new venture.

Those of you that know me know I am involved in the dance community. Something that has come to my attention is that all dancers get injured. Not only dancers get injured, but also joggers, athletes – you name it. For 18 months I have been working on a design for a product that was going to address injuries to the leg. They are fleece boots with pockets in them that hold hot/cold gel packs. They are also great for hunters, ice fishermen and snowmobilers. The Gauntlettes are great for people with Carpal Tunnel.

These are made by stitchers that live in Harmony and Pittsfield. The original stitchers were from Harmony and that is why it is called Harmony Boots. The leather comes from Irving Tannery in Hartland. They are cut in Corinna at Perfect Fit. The office is here in Pittsfield. They are packaged by Black Dog Printing in Clinton. Gary Leighton, who was

a former designer specialist executive at Dexter Shoe is on board. The only thing that is not local is the gel packs – they are from Massachusetts.

I hope this will be a huge success. I think we really have something here, lets just hope for the best.

The Councilors and Town Manager congratulated Kristina on her new venture.

Report on New Business Activity & Opportunities in Pittsfield:

Business Activity Since last year:

In 2009, when it appeared that the down economy was here for awhile and our economic development focus turned to putting together major Job Fairs to bring job opportunities to those who were laid off or underemployed, we stated a new economic development focus. This pro-active focus was promoting resources for home-based businesses. We had promoted small business development for many years and had held business forums, brought resources to Town and set up a network of resources in the Economic Development Plan. We had not really promoted the home occupation focus before. The Town's zoning was reviewed for home occupations and found to be usable for most people to start businesses in their homes. Citizens could start those businesses, however, the regulations are set up so that they will not inconvenience their neighbors when all of them are living in a residential area.

We created literature for those looking to start businesses in their homes after being laid off or finding that they could do better branching out on their own. Small business counseling is available free of charge to Pittsfield residents and we can refer people or they can go on their own. Some citizens have not needed the assistance as they had business background previously or other assistance. We had 26 small to medium size businesses start up in 2009-2010. A few new businesses took over an existing business to remodel and/or renovate. Most were new business ventures and the vast majority of those new businesses are still in business today. So if a town resident has a great idea, knowledge on how to implement it, a business plan and would like to operate the business out of their home and not impact their neighborhood, in most cases, the prospective business can meet the zoning requirements. Many of these small businesses do not involve customers on the premises or very few customers.

A list of some of our 26 small to medium size businesses that started up was read by the Town Manager.

Pittsfield Industrial Park Expansion:

The Industrial Park Expansion Project consists of 6 new Industrial Park lots on 28 acres of property. The Expansion abuts the current Pittsfield Industrial Park. The expansion is situated easterly of Industrial Park Drive, southerly of Somerset Avenue and northerly of the railroad lines. The project is located .20 miles from the Interstate. The main access road is off Industrial Park Drive.

The Town purchased the property in 1990 intending to embark on the expansion of the Industrial park. Funding was an issue as grant money over the years has been very difficult to obtain for industrial park expansions and some communities such as Skowhegan went out and bonded their project. The Town of Pittsfield decided a number of years ago that we would continue to search for funding for the project, however, that we would not finance the project's infrastructure from tax dollars. We were so fortunate when we received the federal stimulus grant for the project originally estimated at \$1.1 million dollars. \$880,000 is the Economic Development Administration grant and \$220,000 came from reallocation from the Town's loan fund. Due to the economic conditions at the time, we received extremely low bids from companies that needed work for their employees. The project to date is under budget so we are meeting this week to discuss other road and economic development projects in the Industrial Park that would be eligible such as grinding and paving the road, replacement of the sign at the Industrial Park, etc.

The last 1.5 years has been spent working on obtaining the grant, filing the pre-application, filing supplementary paperwork, meeting with state and federal officials, obtaining the grant, completing the paperwork for the federal stimulus funding, managing the grant project and filing paperwork. KVCOG assisted with the regular economic development paperwork and I have been completing the federal reporting. We should be able to close out much of the paperwork by the end of the year.

During the Winter of 2011, with the Winter generally being a quieter time than now with the budget, refinancing and loans to close out, we will then work on our marketing strategy to draw business activity to the expansion.

The recession really started in 2008. In the last couple of years, there have been very few new large business starts in the State of Maine. There have been 3 announcements for large numbers of jobs in the KVCOG region with only one starting up. The other two held back waiting for the recovery. The same situation took place here in Pittsfield when a couple of planned major expansions were put on hold or went back on the companies' priority list. No area of the State has been immune from the effects of the economy.

As long as consumer spending has been low, companies with money have continued to hold the cash on their balance sheet.

There are 10-12 states that have done well to attract new business as they have supplied large amounts of start-up incentives and cash to draw companies to their state. The companies ask for building purchases, infrastructure investment, workforce development, local grants and basically go to those states where they have cost avoidance. The State and local government make huge investments in incentives. That is not going to happen with the State of Maine or the Town of Pittsfield or any town in the State of Maine.

We are going to promote our workforce, which has a great work ethic; our quality of life, which the Town is well known for; our small Economic Development Loan program and our ability to obtain grant funding for projects and businesses. We have an extra advantage: these 6 lots, ranging from 2.1 to 4 acres in size, have the ability for the company which purchases the lot to receive tax increment sharing in which a % of the

taxes are returned to the business to pay their debt service for lot development, use for lot infrastructure and other needs. We already have approval from the Department of Economic and Community Development for use of our standard agreement. Obtaining state approval ahead of the time, which is a multi-month process, is beneficial as we will not have to rush to obtain approval when a business is interested because we already have that designation. It can certainly be used as an asset in marketing. Any tax sharing would be subject to the approval of the Town Council and be dependent upon the extent of the development and number of jobs created.

The Industrial Park Expansion has 6 lots that would be idea for smaller to medium businesses. We promoted the project for grant on the concept that we would market to certain industry types after a study of the local business climate at that time. We would be marketing to precision manufacturing, applied value wood products, and tech/financial services, although all businesses that fit into an industrial park are welcome. Those are business sectors that fit well with other business sectors that are community is known for, therefore, during the winter, we will be scheduling meetings with local companies to talk to them about the types of businesses that would be helpful to have near by in order for them to grow. This will then bring the business community involvement into the project.

We will need to develop a list of businesses or companies to contact and then start the marketing. Marketing the business park will need to be built upon our relationships with the local businesses, all of our contacts and our community's reputation as business friendly and our ability to get grant funding.

Another key component of marketing can be business incubation and assisting those growth businesses, which are ready to expand into the industrial park from their current location and finding a new small company to move into their location.

In this economy, this will be the challenging part of the overall economic development project that we have been working on this last 1.5 years – bringing in the businesses during a down economic period. However, as the Mayor has indicated at several meetings, our economic development work during the last 15 years has been to position ourselves so that we will be ready to spring forward when the economy does turnaround, which is coming in a couple of years. We will have the infrastructure, the lots will be ready to sell, the marketing materials for this new phase will be completed and we will have made the contacts.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: Town Council Meeting of 10/05/2010:

1. The FYI Folder: FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: None for this meeting.

2. John W. Manson Cemetery Trust: The John W. Manson Cemetery Trust is administered by the Bank of America as Trustee. The Bank believes that due to its low market value that the Trust is no longer able to fulfill its intended purpose and would like to distribute the remaining funds to the Town of Pittsfield. The account now has \$597.27 in it. The Bank has asked the Attorney General if the funds can be disbursed to the Town and placed in our Foral Fund, which collectively addresses a number of lots for specific work.

3. November Election: The November elections include the State ballot with State and County Official along with State referendum questions, County referendum, Town Council and SAD #53 directors. The polls will be open 9:00 am – 8:00 pm on Tuesday, November 2, 2010. Anyone who is interested in assisting the voters that day or counting votes that evening, please contact the Town Office.

4. Re-Use Facility: Please join the Recycling Committee as they formulate the operational aspects for a Re-Use Facility in the former VFW Hall on Peltoma Avenue to open in Spring 2011. We need ideas and volunteers. The Recycling Committee meets the first Wednesday of each month except July-August at 5:00 pm in the Pittsfield Town Council Chambers or Conference Room. If you can not attend a meeting, but would like to volunteer, contact Mayor Timothy Nichols at 487-5959 or Kathryn Ruth, Town Manager at 487-3136.

5. The Welcome Table: The Welcome Table is open from 10:30 am to 1:30 pm every Friday at the First Universalist Church in the Community Hall at 6 Easy Street. This is a local program staffed and funded by volunteers whose mission is to provide a warm place to gather, socialize and share a hot meal. Games, puzzles and cards are always available. All are invited to attend. For further information, please call Trudy Ferland at 487-6523.

Finance Committee: None.

Ordinance Committee: None.

Recycling Committee: None.

6. **NEW BUSINESS:**

ORDINANCE 10-11: (To be set to Public Hearing on 10/19/2010) The Town of Pittsfield hereby Ordains that the Town Council Accept all tax year payments of Betsy A. and Philip A. Oliver for Map 19, Lot 27 and authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Betsy A. and Philip A. Oliver.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Ordinance 10-11 be set to public hearing.

The Town Manager noted all taxes are paid through 2010. This quit claim deed was requested for the closing on the property. The quit claim deed is necessary in order to provide clear title to the property for the owners who are in the process of selling the property.

VOTE: UNANIMOUS AYE

RESOLUTION 10-109: Resolved that the Town Council accept the proposal of S & G Construction of Detroit, ME in an amount to not exceed \$6000.00 for the 2010 Asphalt Paving – Hathorn Park Revitalization: Legge’s Field & Sports Area, Phase I – Project #23-00823, and authorize the Town Manager to execute a contract for same upon approval of the Department of Conservation.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-109 be adopted.

The Town Manager noted the Town Council received a copy of the bid specifications at the last Council Meeting, which included the contract. We included an excerpt of the bid in your package this evening. A copy of the bid results is available this evening.

There were two bids for the paving with S&G Construction being the low bidder at \$6,000.00. The State has approved the award of the bid for this project.

VOTE: UNANIMOUS AYE

RESOLUTION 10-110: Resolved that the Town Council accept the proposal of Security Fence Co. of Pittsfield, ME in an amount to not exceed \$5,480.00 for the 2010 Security Fencing – Hathorn Park Revitalization: Legge’s Field & Sports Area, Phase I – Project #23-00823, and authorize the Town Manager to execute a contract for same upon approval of the Department of Conservation.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-110 be adopted.

The Town Manager noted there were two bids for the security fencing with Security Fencing Company being the low bidder at \$5,480.00. The State has approved the award of the bid for this project.

VOTE: UNANIMOUS AYE

RESOLUTION 10-111: Resolved that the Town Council accept the proposal of Carter Tree of Skowhegan, ME in an amount to not exceed \$6000.00 for the Power Line Tree Trimming and authorize the Town Manager to execute a contract for said work.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-111 be adopted.

The Town Manager noted the bids were due on September 24, 2010. The Town was very fortunate to receive several bids ranging from \$6,000 – \$14,400 for the entire project (overhead work and ground work along 1.1 miles). The low bidder is Carter Tree Service of Skowhegan. This pricing will allow the Town to have the work completed by a reputable contractor who has worked for the Town before and done a very good job cutting large trees. Once the area is cleaned out, then the Town will maintain the ground

cover by use of the gradall through a team project involving highway and water/sewer employees.

VOTE: UNANIMOUS AYE

RESOLUTION 10-112: Resolved that the Town Council move the regularly scheduled Town Council Meeting of 11/02/2010 to 11/03/2010 due to the election.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-112 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 10-113: Resolved that the Town Council Appoint Nicole Nickolan as Warden and Cammie Jemery, Amanda Morrill and Emmalee Reed as Deputy Wardens for the November 2, 2010 State General/Referendum Election and the Municipal Election.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 10-113 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 10-114: Resolved that the Town Council Approve the opening of absentee ballots on November 2, 2010 at 10:00 am and 3 pm for the November 2, 2010 State General/Referendum Election and Municipal Election.

Moved by **Councilor Chale** and seconded by **Councilor Carr** that Resolution 10-114 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 10-115: Resolved that the Town Council authorize the five (5) year renewal of the agreement between the Town of Pittsfield and R. H. Reny, Inc. for the parking spot at the southerly side of the Municipal Parking Lot on Map 25, Lot 70 adjacent to Middle Street for the rubbish/recycling container to service the department store pursuant to Ordinance No. 05-13.

Moved by **Councilor Chale** and seconded by **Councilor Baker** that Resolution 10-115 be adopted.

The Town Manager noted the five (5) year agreement for lease of the oversized parking spot expires on 10/19/2005 unless it is renewed. The parties wish to renew the agreement.

The area has been in excellent shape and there have been no issues. Having this spot has greatly assisted the business. The company has been able to effectively recycle its cardboard and take care of its trash.

A five (5) year extension agreement can easily be drafted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Economic Development Administration Grant: Pittsfield Industrial Park

Expansion – Discussed at the Town Council Meeting.

Ken-Som Transition Team/KVCAP Grant for Regional Job Fair – this project was completed on 05/26/2010 and we are awaiting funding.

L&W Conservation – Hathorn Park: The Town has received the encumbered contract for funding so the project has started. This involves replacement dugouts, repairs to the fencing and work at Legge’s Field as well as renovation of the Basketball Court. This grant is Phase I of the Legge’s Field Sports Complex Grant. The project is underway through donations. Bids were approved at this meeting for the fencing and minor paving.

PUC Energy Efficiency: Block Grant to Towns: The PUC has issued its list of projects and the Town of Pittsfield’s Energy Efficiencies for the Municipal Building including an energy efficient boiler for part of the Town Office; solar thermal panels for the roof; show volunteers how to weatherize the Town Office better & review the Town Ordinances to encourage alternative energy sources. The PUC received a lot of the Custom Applications. Our project was approved for the requested amount of \$84,025. We filed our first report on this project. Just received our contract package. This will be a project for 2011.

Riverfront Community Development Grant: Need to develop bid specs for the paving of the parking lot and skate rink area. I started this, however, the book is over 1 inch thick of requirements for this project. The Public Works Department has finished the bird watching blinds and is working on the fishing platforms which are part of the Riverfront Grant project. We already completed a lot of the renovation work including the parking lot, some trails, boat launch and the skating rink last year. It is anticipated that we will put the paving out to bid during the winter (along with the Hathorn Park Basketball Paving) to try to get better pricing.

Sewer Replacement including Sewer evaluation study with Camera Work, Dye Test/Smoke Test and Report: Approved by the USDA for \$1.5 million dollars. The grant funding will be used for the bills that are submitted after we spend down the \$1.9 million dollar loan, therefore, it will cover parts of both sludge removal and sewer work.

United Way/Keeping Mid-Maine Warm Grant: We still have funding to clean three (3) or so furnaces of seniors. This has been advertised before and discussed at prior meetings.

8. **REPORTS:** Audience, Council

Council:

Councilor Baker: None.

Councilor Carr: Wanted to thank Kristina Lord-Linde for coming. It is good to see small businesses expanding. It is good that Kathryn is working on Economic Development. It is a top thing to strive toward.

Councilor Chale: None.

Deputy Mayor Jordan: Absent.

Councilor Curtis: Absent.

Councilor Stackhouse: I echo Councilor Carr's comments on Economic Development. I want to wish Kristina Lord- Linde good luck.

Mayor Nichols: Absent.

9. **ADJOURNMENT:**

Motion by **Councilor Chale** and seconded by **Councilor Carr** that the meeting be adjourned at 8:13 p.m. All in agreement.

Nicole Nickolan, Town Clerk